

INTERNATIONAL CITY MANAGERS' ASSOCIATION  
1313 EAST 60TH STREET - CHICAGO 37, ILLINOIS

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Route To: \_\_\_\_\_

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## RULES OF ORDER AND PROCEDURE FOR CITY COUNCILS

What is the purpose of council rules and what matters are usually covered in such rules?

City councils determine their own rules of procedure. The main purpose of these rules is to expedite business and at the same time provide fair and open deliberation. The rules must also assure that all actions of the council are taken in due and legal form. The council rules are relatively simple for small councils and more complicated in cities with councils of nine or more members. Matters covered in the rules vary considerably from city to city. Provisions in state statutes or the city charter relating to council procedure should be repeated in the rules. In revising its rules a council may find helpful the composite rules set forth in a supplement to this report. This composite is based on those currently used in Cincinnati and Toledo, Ohio; Kansas City, Missouri; Wichita, Kansas; Schenectady, New York; New London, Connecticut; and Jacksonville Beach, Florida. Following are a few comments about some of the rules in the supplement.

Meetings. The frequency of council meetings may depend on the charter, the size of city, and the amount of council business. Meetings generally are held every week in the larger cities, twice a month in the middle-sized, and once a month in small cities. A regular meeting time is usually prescribed in the charter or rules, but the council is always subject to call. Cincinnati requires that notice of special meetings shall be served upon members personally or at their place of residence not less than 12 hours before the time fixed for the meeting and by advertisement once in a newspaper.

Most council rules do not say anything about conferences or executive sessions. Rules 4 and 5 were adopted by Berkeley, California, in 1944. When the Schenectady council goes into an executive session all persons, except members, officers of the council, and the city manager, must withdraw and the door is closed. Councils of some cities meet informally late in the afternoon, have dinner together, and return to the city hall for the formal meeting. In other cities the council meets informally for 30 minutes prior to the regular meeting.

Presiding Officer. The mayor is usually the presiding officer but sometimes a president of council is elected by the council. The Wichita council elects one of its members as mayor for a one-year term.

Officers and Employees. The number of council employees depends on the size of the council and the amount of business to be transacted. The most important of these is the clerk who keeps all records, prepares the agenda, routes business to proper committees or administrative officers, attends to publicity and legal advertising, and acts in general as the mainspring of the council organization. It is important that the agenda for each meeting be carefully prepared in order that the council may not waste time in proceeding to the orderly consideration of business in the order of its urgency.

(OVER)



Council Procedure. Some council rules provide that the council consider no matter unless filed by the specified deadline, except on motion adopted by vote of two-thirds of all council members. Such a drastic rule against introducing new business directly in the council is generally not desirable. A simple majority should be sufficient to permit an ordinance or resolution to be introduced from the floor without notice, and to receive reports, etc. Delay may be worse than the inconvenience to the clerk from the new business. But council rules should require advance filing with the clerk of matters to be acted upon finally, in order to prevent the council from conducting city business with "snap judgment."

The "order of business" (Rule 28) varies widely. Cincinnati and Toledo permit members to present communications or to offer original motions or ordinances when the roll is called, if such matters have been filed with the clerk by 11 a. m. of the preceding day. In these two cities reports of standing committees are last in order. The procedure, in absence of a rule, in most cities is to follow Robert's "Rules of Order" (Chicago: Scott Foresman and Company, 1921, \$1.80). Cincinnati and Toledo, however, use Rule 46, and New London uses Cushing's "Manual of Parliamentary Practice; Rules of Procedure and Debate in Legislative Assemblies" (New York: Wehman Brothers, Rev. ed., 1938, 75 cents). In Wichita, Robert's Rules is supplemented by the "Senior Manual for Group Leadership" by O. Garfield Jones.

Committees. Rules 50 to 57 are from the Cincinnati, Toledo, and Kansas City rules and Number 58 is from Schenectady. These cities, as well as Jacksonville Beach and New London, have six or seven standing committees each. These cities also have seven or nine councilmen. The Wichita council has only five councilmen and no standing committees. Under council-manager government standing committees usually are not desirable, as the manager is entirely responsible for administration and matters are usually referred to the manager and his department heads for analysis and report, rather than to a committee. But in some cities standing committees are useful for conducting public hearings on all ordinances on which a hearing is necessary or desirable. The committees report their findings to the council; in this way they maintain liaison between the public and the legislative body. Department heads and other officials concerned with the proposed ordinance attend the committee hearings.

Any matters referred to committees should be reported back promptly (Rules 54 and 55) with a unanimous opinion if possible. But, if unanimity cannot be secured and a well-considered difference of opinion obtains, it is the obligation of the minority to present its side of the question fully and clearly to the council, in order that both sides of the question may be summed up for consideration.

Miscellaneous. None of the council rules place a time limit on citizens appearing before the council. Some councils on occasion, however, adopt a motion to limit speakers to 10 or 15 minutes. Some councils, as in Detroit for example, have a rule on how the council shall judge the election and qualifications of its members. Finally, some cities have rules relating to method of publishing council proceedings, prohibiting smoking at council meetings, requiring petitioners to pay the cost of advertising, printing, and other services, etc.



## RULES OF ORDER AND PROCEDURE FOR CITY COUNCILS

A composite set of rules based on those currently used by city councils of Cincinnati, Kansas City, Toledo, Wichita, Schenectady, New London (Connecticut), and Jacksonville Beach (Florida). Many of these rules will not be needed by small councils of five members and perhaps some rules will not be considered necessary.

## COUNCIL MEETINGS

1. Regular Council Meetings. The council shall meet in regular session on Monday of each week at 8 p. m. When Monday is a holiday the regular meeting shall be held on Tuesday at the same hour unless otherwise provided for by motion. During July and August regular meetings shall be held only on the first Monday of the month. The council may by motion dispense with any regular meeting. The place of meeting shall be the council chamber in the city hall.

2. Special Meetings. Special meetings may be called by three or more members of the council, by the mayor, or by the city manager. The city clerk shall prepare a notice of the special session stating time, place, and object, and this notice shall be served personally upon each member of the council and the city manager, or left at their usual places of residence at least two hours before the time of the meeting. It shall also be the duty of the city clerk, immediately upon receipt of written request, to make diligent effort to notify each member of the council in person, either by telephone or otherwise, of such special session.

3. Adjourned Sessions. Any session of the council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting thereafter.

4. Conference Session. The rules of procedure shall be: (a) The council shall meet in conference session prior to the regular weekly meeting of the council. (b) The mayor or the city manager may call the council together for a conference session at any time. (c) The conference session shall be devoted exclusively to any matters regarding which the interchange of information preliminary to public discussion is deemed to be essential. (d) Whenever the mayor or city manager so request, any matter under discussion shall be regarded as confidential. (e) No formal vote shall be taken on any matter under discussion nor shall any council member enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the council; provided, however, that nothing herein shall prevent a polling of the council or the taking of an informal vote on any matter under discussion.

5. Executive Session. The rules of procedure shall be: (a) An executive session may be convened on call of the mayor or by a majority vote of the members of the council, and all members of the council who are in the city must be notified of the time and place of said meeting. (b) Attendance at the executive session shall be limited to the members of the city council; provided, however, that the council may invite such persons as may be required for advice and information, and (c) provided that no formal vote shall be taken on any matter under discussion, and so on as in Rule 4 (e) above.

(OVER)



## THE PRESIDING OFFICER

6. Presiding Officer. The mayor, or in his absence the president pro tem, shall take the chair at the hour appointed for the council to meet, and shall immediately call the members to order. The roll shall then be called by the clerk, who shall enter in the minutes of the meeting the names of the members present.

7. President Pro Tem. The council shall choose one of its members as president pro tem, who shall serve as mayor during the absence or disability of the mayor and, in case of vacancy in the office of the mayor, pending the selection of a successor.

8. Temporary Chairman. In case of the absence of the mayor and president pro tem, the clerk shall call the council to order and call the roll of the members. If a quorum is found to be present, council shall proceed to elect, by a majority vote of those present, a chairman of the meeting, to act until the mayor or president pro tem appears.

9. Decorum and Order. The presiding officer shall preserve decorum and decide all questions of order, subject to appeal to council. If a member transgresses the rules of council, the presiding officer shall, or any member may, call him to order, in which case he shall be seated, unless permitted to explain.

10. Quorum. The majority of the councilmen elected shall constitute a quorum. In case that a less number than a quorum shall convene at a regular or special meeting, the majority of the members present are authorized to send the sergeant-at-arms or other person for any or all absent members, as such majority of members shall agree.

## OFFICERS AND EMPLOYEES

11. Election of Officers. A majority of all members elected to council shall be required to elect a mayor and president pro tem or clerk.

12. Clerk and Employees. The clerk and other officers and employees of council shall be under the control and direction of the chair during sessions of the council.

13. Appointments by the Mayor. Whenever the mayor shall, at any meeting, submit an appointment to be made with the advice and consent of council, consideration of such appointment shall be deferred until the next meeting.

14. City Manager. The city manager shall attend all meetings of the council, unless excused by the council. He shall keep the council fully advised as to the financial conditions and needs of the city. He may make recommendations to the council and may take part in discussions on all matters concerning the welfare of the city. He shall have a seat but no vote in the meetings of the governing body.

15. City Clerk. The city clerk shall be ex officio clerk of the council and shall keep minutes of the meeting and perform such other and further duties in the meeting as may be ordered by the mayor, city manager, or council. Within three days after each meeting the clerk shall furnish each councilman with a copy of the minutes of the preceding meeting.

16. City Attorney. The city attorney shall, either in person or by deputy, attend all meetings of the council. Any member of the council may at any time call upon the city attorney for an oral or written opinion to decide any question of law, but not to decide upon any parliamentary rules.

17. Officers and Employees to Attend. The head of any department, or any officer or employee of the city, when requested by the city manager or



the council shall attend any regular, adjourned, or special meeting and confer with the council on all matters relating to the city.

#### DUTIES AND PRIVILEGES OF MEMBERS

18. Seating Arrangement. Members shall occupy the respective seats in the council chamber assigned to them by the mayor, but any two or more members may exchange desks by joining in a written notice to the mayor to that effect.

19. Right of Floor. When recognized by the chair a member shall confine himself to the question under debate, avoid personalities, and refrain from impugning the motives of any other member's argument or vote.

20. Right of Appeal. Any member may appeal to the council from a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state his reason for the same, and the presiding officer may briefly explain his ruling; but there shall be no debate on the appeal and no other member shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the chair be sustained?" If a majority of the members present vote "Aye," the ruling of the chair is sustained; otherwise, it is overruled.

21. Limitation of Debate. No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken, and no member shall speak more than twice upon any one subject, nor for a longer time than ten minutes, without leave of council.

22. Voting. Every member present when a question is put shall vote either "Aye" or "No," unless council shall, for special reason, excuse him from voting. Application to be excused from voting must be made before the votes are called for. The member having briefly stated the reason for his request, the decision thereon shall be made without debate.

23. Demand for Roll Call. Upon demand of any member, made before the negative has been put, the roll shall be called for yeas and nays upon any question before council. It shall not be in order for members to explain their vote during the roll call.

24. Personal Privilege. The right of a member to address the council on a question of personal privilege shall be limited to cases in which his integrity, character, or motives are assailed, questioned, or impugned.

25. Dissents and Protests. Any member shall have the right to express dissent from or protest against any ordinance or resolution of council, and have the reason therefor entered upon the journal. Such dissent or protest must be filed in writing, couched in respectful language, and presented to council not later than the next regular meeting following the date of passage of the ordinance or resolution objected to.

26. Excusal from Attendance. No member shall be excused from attendance at a council meeting, except upon roll call, and by a vote of the majority of the members present.

27. Excusal During Meeting. No member may leave the council chamber while in regular session without permission from the presiding officer.

#### COUNCIL PROCEDURE

28. Order of Business. The business of all regular meetings of the council shall be transacted in the following order, unless the council by a vote of at least two-thirds of the members present shall suspend the rules and change the order:

1. Roll call of members
2. Minutes of the preceding meeting

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3. Consideration of any bids
4. Petitions, communications, and public hearings
5. Reports from the city manager
6. Reports of special committees or city officers
7. Passage of ordinances and resolutions
8. Second reading of ordinances and resolutions
9. Consideration of any new business
10. Reports of standing committees
11. Miscellaneous business

At each meeting the journal of the preceding meeting shall be read, unless the reading shall be dispensed with by consent of a majority of the council members present. If no objection is made to the journal, the same shall be approved.

29. Filing With Clerk. Every ordinance, resolution, and document to come before the council for consideration must be filed with the city clerk before noon of the day on which the council meets. It shall be the duty of the city clerk to have ready for delivery by 3 p. m. of that day, a brief statement setting forth by number and full descriptive title all ordinances, resolutions, and documents to come before the council for consideration that evening. This list shall be delivered to any councilman upon request after 3 o'clock.

30. Precedence of Motions. When a question is before the council no motion shall be entertained except: (a) to adjourn, (b) to fix the hour of adjournment, (c) to lay on the table, (d) for the previous question, (e) to postpone to a certain day, (f) to refer, (g) to amend, and (h) to postpone indefinitely. These motions shall have precedence in the order indicated. Any such motion, except a motion to amend, shall be put to a vote without debate.

31. Committee of the Whole. When the council shall decide to go into Committee of the Whole, without objection the regular officers shall continue to serve, otherwise the council shall appoint a chairman to preside, and the presiding officer of the council shall leave the chair. The rules of the council in so far as applicable, shall be observed in the Committee of the Whole, except that no limit shall be placed on the frequency of speaking, that the yeas and nays shall not be taken, and that motion to rise and report progress shall always be in order and shall be decided without debate.

32. Motions to be Stated by Chair-Withdrawal. When a motion is made and seconded, it shall be stated by the chair before debate. Any member may demand that it be put in writing. A motion may not be withdrawn by the mover without the consent of the member seconding it and the approval of council.

33. Motions Out of Order. The presiding officer may at any time, by a majority vote of the members elected, permit a member to introduce an ordinance, resolution, or motion out of the regular order.

34. Motion to Adjourn--When Not in Order--Not Debatable. A motion to adjourn shall be in order at any time, except as follows: (a) when repeated without intervening business or discussion; (b) when made as an interruption of a member while speaking; (c) when the previous question has been ordered; and (d) while a vote is being taken. A motion to adjourn is debatable only as to the time to which the meeting is adjourned.

35. Motion to Lay on Table. A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of two-thirds of the members present.



36. The Previous Question. When the previous question is moved, and seconded by one other member, it shall be put as follows: "Shall the main question be now put"? There shall then be no further amendment or debate; but pending amendments shall be put in their order before the main question. If the question "Shall the main question be now put" be decided in the negative the main questions remains before the council.

37. Division of Question. If the question contains two or more divisible propositions, the presiding officer may, and upon request of a member shall, divide the same.

38. Amendments. It shall be in order to amend an ordinance at any time when not in the hands of a committee. If an ordinance, after its second reading is referred to a committee and amended, it shall be read as the second reading thereof, and laid over for further and final consideration.

39. Amend--To Strike Out, etc. On an amendment to "strike out and insert," the paragraph to be amended shall first be read as it stands, then the words proposed to be stricken out and those to be inserted shall be read, and finally the paragraph as it would stand if so amended shall be read.

40. Amend an Amendment. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

41. Motion to Postpone. All motions to postpone, excepting a motion to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

42. Yeas and Nays. On the passage of every ordinance or resolution and on the appointment of any officer, the vote shall be taken by yeas and nays and entered in full upon the record. Every member shall be required to vote, unless excused for cause by vote of the council. The vote shall be for or against a pending ordinance or resolution and not on the report of the committee thereon.

43. Reconsideration. After the decision on any question any member who voted with the majority may move a reconsideration of any action at the same or the next succeeding meeting, provided, however, that a resolution authorizing or relating to any contract may be reconsidered at any time before the final execution thereof. A motion to reconsider shall require the same number of votes as is required to adopt an ordinance or resolution. After a motion for reconsideration has once been acted on, no other motion for a reconsideration thereof shall be made without unanimous consent.

44. Emergency Ordinances. If any emergency ordinance or resolution fails to receive an affirmative vote of six members (two-thirds), such measure shall cease to be before the council as an emergency measure and shall have the standing that a measure would have had if it had not been read as an emergency measure.

45. Suspension of Statutory Rule. A motion to suspend the statutory rule requiring three readings on separate days shall be debatable, and upon such motion, the main question shall be open to debate.

46. Procedure in Absence of Rule. In the absence of a rule to govern a point or procedure, reference shall be had to the approved practice in parliamentary bodies.

47. Special Order. To make any subject a special order shall require the consent of a majority of the members present.

48. Anonymous Communications. Unsigned communications shall not be introduced in council.

49. Tie Vote. In case of a tie in votes on any proposal, the proposal shall be considered lost.



## COMMITTEES

50. Standing Committees. Immediately after the organization of the council, following any city election, the mayor, as president of the council, shall appoint the following standing committees, subject to confirmation by the council: (a) finance, (b) public improvements, (c) fire and water, (d) general, (e) public utilities, (f) rules and procedure, and (g) auditing and investigation.

51. How Appointed. There shall be three members of the council appointed on each standing committee, the mayor designating the member who is to serve as chairman of the committee. Vacancies occurring on any committee shall be filled in like manner. The mayor may also appoint from time to time such special or select committees as in his discretion he deems desirable, or as may be desired by the council, to expedite the handling of the business and affairs of the city.

52. Meetings. Standing committees shall hold regular meetings on (specify time) for public hearings on ordinances and resolutions referred to them, in the committee rooms of the city hall. Committees may hold special public hearings on pending ordinances and resolutions, having first given due notice of the time and place of such meeting. Other committees shall meet on call of the chairman, or any two members, to be communicated by the clerk, and shall report to council without unnecessary delay upon matters referred to them. A majority of the members of a committee shall constitute a quorum.

53. Notice. It shall be the duty of the chairman of special committees to give advance notice of the time and place of meeting to all members of the city council, the city clerk, city manager, and other persons known to be interested, in favor of, or opposed to, the particular matters proposed to be considered.

54. Reports. When a committee to which a matter has been referred, with instructions to report at a time named in the order of reference, is not ready to report at such time, the matter so referred shall, unless further time be granted, be considered as though reported back without recommendation. In such case, the committee shall forthwith return to the clerk the documents pertaining to the matter, and the matter shall take its proper place in the order of business.

55. Reports to be in Writing. The reports of committees other than the Committee of the Whole shall be in writing, agreed to in committee assembled, and shall not be presented unless signed by a majority of the committee. Copies of the report shall be available to each member. Documents referred to the committee shall be returned with the report. Nothing in this rule shall be construed to prohibit the introduction of minority reports.

56. Relieving from Further Consideration. Upon motion, council may by a majority vote relieve a committee of further consideration of a matter referred to it, and order the same placed on the calendar.

57. Secretary to Committees. The clerk or one of his assistants shall act as secretary to the several committees, and keep a record of the attendance and business transacted at their meetings.

58. Powers. No committee shall have the power of employing any person for, or on behalf of, the city, or incur any expense, unless specially authorized by the council. Every committee shall have power and authority to send for persons and papers and examine witnesses under oath, pursuant to the laws of the state, in any matter or proceeding referred to, or before them, and such examination, together with all papers and proceedings, shall be returned to the council.



## ORDINANCES AND RESOLUTIONS

59. Introduction. All ordinances and resolutions shall be introduced in the council in printed or written form with the name of the council member introducing same indorsed thereon. In the absence of the consent of any member of the council to introduce an ordinance or resolution upon the request of the city manager, the city clerk shall cause the ordinance to be introduced in the name of the chairman of the committee to which said ordinance or resolution will be referred with the following designation-- "By Request." Any member of the council may instruct the city clerk to indorse said designation "By Request" on any ordinance or resolution which is being introduced in the council in his name.

60. Review. All proposed ordinances shall be prepared by the city attorney and bear his certification that they are in correct form. The city manager shall attach to each proposed ordinance a brief digest of the provisions thereof, and where it is proposed to amend an existing ordinance, such digest shall indicate the change sought to be made. Said digest shall also show the name of the department or party at whose request the proposed ordinance was prepared by the city attorney.

61. Appropriation Ordinances. The city attorney shall not prepare any ordinance, nor shall the city clerk accept for filing any proposed ordinance providing for the appropriation of money unless the same shall be accompanied by a form to be devised by the director of finance, which shall show fully the purpose of the appropriation and the fund to which it is to be charged and which shall bear the approval of the city manager, the director of the department under whose supervision the money is to be expended, and the director of finance.

62. Distribution of Copies. The city clerk shall prepare copies of all proposed ordinances, together with copies of the statement of the city manager and the aforesaid form as above provided, for distribution to all members of the council at the meeting at which the ordinance is to be introduced. Whenever any member of the council is absent from such meeting the city clerk shall arrange to have copies delivered to him.

63. Reading of Ordinances and Resolutions. The first reading of an ordinance or resolution shall be for information. If there be objections to it, the question shall be: "Shall the proposal be rejected?" Upon the announcement of a second reading, the question shall be upon engrossment, the vote upon which shall be taken viva voce unless a roll call is demanded. By engrossment, as herein used, is meant the point beyond which amendment of the proposal may not be made, unless the order of engrossment is reconsidered, which action may be taken by a majority of the members present voting viva voce, unless a roll call is demanded.

64. Reference. All ordinances and resolutions after the first reading shall be referred by the presiding officer to such committee as would be appropriate, unless otherwise ordered by the council, which shall consider and report the same with its recommendations to the council.

65. Substitute Ordinances. If an ordinance is amended in committee, it shall be reported as a substitute ordinance. A substitute ordinance shall be accompanied by an exhibit showing the part of the original ordinance to be amended, properly identified by page, section, or paragraph reference to the original ordinance, and having a line drawn through the part stricken out and that part added shown in italics or in a different colored ink or underscored. Copies of the exhibit shall be furnished to each member of the council.

66. Printing. All ordinances and substitute ordinances or amended ordinances granting any and all franchises which shall come within the provisions of the charter of the city shall, after being referred to an appropriate committee, be printed at the expense of the persons or corpora-



tions desiring such franchises, and 50 copies thereof distributed among the members of the council and other persons interested in such franchise or franchises.

67. To Issue Bonds. No ordinance nor ordinances to issue bonds shall be passed by this council until the expiration of at least 15 days after the same shall have been presented.

68. Report by Committee. All ordinances and resolutions must be reported by committee within ten days after date of reference, except as otherwise provided in these rules, or at the next meeting succeeding the expiration of ten days. If not reported as above provided, any member of the council may call the document out of committee by notifying the clerk and mayor in open session of his intention. It shall then be the duty of the city clerk to place the document before the council for consideration at the next succeeding meeting without any further reference.

69. Readings. Ordinances, except emergency measures, shall not be passed until they shall have been read on three separate days at regular or special meetings of the council unless the requirements of reading on three separate days be dispensed with by affirmative votes of six members (two-thirds) of the council; provided, that such requirement shall never be dispensed with on any ordinance making a grant, renewal, or extension of a franchise or other special privilege, or regulating the rate to be charged for its services by any public utility.

No ordinance shall be revived or re-enacted by mere reference to the title thereof, but the same shall be set forth at length as if it were an original ordinance. No ordinance shall be amended by providing that designated words thereof shall be stricken out and others inserted in lieu thereof, but the ordinance or section as amended shall be set forth in full.

70. Ordinances, When Effective. Emergency measures shall take effect immediately upon their passage. An emergency measure is any ordinance passed by the affirmative vote of six members (two-thirds) of the council for the immediate preservation of the public peace, property, health, safety, or morals, in which the emergency is set forth and defined in a preamble thereto; any ordinance calling any election, or providing for the submission of any proposal to the people; any ordinance making an appropriation for the payment of principal or interest of the public debt, or for current expenses of the city government; any general appropriation ordinance; any ordinance fixing any tax rate or assessment; or any ordinance relating to any public improvement to be paid for by special assessment. No ordinance granting, enlarging, or affecting any franchise or amending or repealing any ordinance adopted by the people under the initiative shall be an emergency measure.

All other ordinances shall take effect ten days after the date of their passage, unless a later date therefor be indicated therein.

#### MISCELLANEOUS

71. Privileges of Floor. No persons except members of the council and officers named in the rules, and persons invited by the presiding officer of the council, or by vote of the council, shall be admitted within the bar of the council chamber, and the sergeant-at-arms shall cause this rule to be rigidly enforced.

72. Permission Required to Address Council. Persons other than members of council and city officers, shall not be permitted to address council except upon introduction by the presiding officer or by the chairman of the appropriate council committee. If anyone other than a city official desires to speak to a member of council while council is in session, the member, if agreeable to the request, shall leave his seat and retire to the rear of the council chamber or elsewhere until the conversation is finished.



73. The Council Chamber. The council chamber shall be under the supervision and control of the clerk of council when the council is not in session. Except as herein provided, it shall be used solely by the council and its committees for the transaction of public business of the city. If not required for such use, the clerk may permit its use by agencies of the federal, state, or city governments for the transaction of public business. Seasonable application for such use must be made to the clerk in such manner as may be prescribed by him. Any permission so granted may be cancelled or revoked by the clerk forthwith, where necessary for the protection of city property, the preservation of order, or other sufficient reason.

74. State or Federal Cooperation--Procedure. All proposals for projects which contemplate cooperation with, or financial participation by, the state or federal government, shall be transmitted to council by the city manager. If a city board or commission desires to propose such a project, the proposal shall first be filed with the city manager. All proposals shall be in approved form and accompanied by proper plans and specifications conforming to the requirements of respective state or federal government. If council approves the proposal, it shall by resolution authorize the city manager to make application to the proper authority.

75. Suspension of Rules. Any provision of these rules not governed by the charter or code may be temporarily suspended at any meeting of the council, by a majority vote of all members elected. The vote on any such suspension shall be taken by yeas and nays and entered upon the records.

76. To Amend Rules. These rules may be amended or new rules adopted by a majority vote of all members of the council. Any such alterations or amendments shall be submitted in writing at the preceding regular meeting and shall be placed on the calendar under the order of new business. This requirement shall be waived only by unanimous consent, with a recorded vote of all members.



